

4-16 RIGHT OF WAY MAP FILES

4-16.1 General

State law requires that each district office maintain a file of Right of Way Record Maps of all completed State highway projects located within the district. Streets and Highways Code, Section 128 refers to “right-of-way record maps”. The term is used interchangeably with “Right of Way Map”.

Upon completion of a right of way mapping project, a print of each map shall be obtained and each set of maps bound together in a R/W MAP FILE.

Maps in the R/W MAP FILE must be kept current. Documents must be posted as they are recorded and maps must be revised to conform to design changes made subsequent to acquisition

When documents are recorded:

- Add recordation data for fee parcels, easements relinquishments, abandonments, vacations, director’s deeds, utility agreements, etc.
- Add coloring, striping, and/or other symbolization for recorded parcels. Vary color for adjoining parcels unless ownership is the same.
- Add Porter Bill Lease of excess land parcels, pursuant to the provisions of Section 104.15 of Street and Highways Code.

When revisions are required -

- Strike out superseded data and delineate new information.
- Add references to new maps; to new intersecting routes.
- Examine map to determine if replacement is necessary when map is deteriorating or too cluttered by changes to be readable.

- A description of the changes should be listed in a revision block and dated.

4-16.2 Updating Right of Way Map Originals to Conform to R/W Map Files

Changes made on right of way map prints must be added to the originals. Since map prints are available to the public and to other departments upon request, the originals must always reflect the latest changes.

Whenever possible, these changes should be added to originals and R/W map file print simultaneously. If this is not feasible, the time lag for incorporating the data should be as short as possible.

Revisions should be noted and dated.

4-16.3 Check List For Updating Right of Way Maps

- Are all Director’s Deeds incorporated?
- Are all Relinquishments, Vacations, etc., shown?
- All JUA’s, CCUA’s shown?
- Recordation data for above items entered?
- Have excess parcel numbers been added where new excess has been created, or excess split, or on non-highway related easements across excess land?
- Have relinquished roads been assigned names? (Use Thomas Brothers or other map guides for information.)
- Have changed street names been added? Old ones put in parenthesis?

- Has new route number and post mile (per 1964 Legislative Act) been added? Has old route number been added on projects completed subsequent to 1964?
- Have references to adjacent maps been added?
- Has I-number been added to sheets on Interstate jobs?
- Is condition of print good, or does it need replacing?
- Is condition of original good (especially if cloth or vellum) or should it be converted to scanned image?
- Has latest revision and date been listed in revision block or column?